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## C-A OPERATIONS PROCEDURES MANUAL

### ATTACHMENT

#### 9.5.10.b C-A Site Specific Training Materials

C-A OPM Procedures in which this Attachment is used.

9.5.10		

#### Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: \_\_\_\_\_ **Signature On File** \_\_\_\_\_  
 Collider-Accelerator Department Chairman Date

P. Cirnigliaro

**COLLIDER-ACCELERATOR DEPARTMENT SITE SPECIFIC SOURCE USER TRAINING**  
**Source User Responsibilities**

Approval for use of Radioactive Sealed Sources

Notify BNL's Isotopes and Special Materials Group (631-344 5233) prior to shipping sources to or from the C-A.

ALL Sources must be received in and out of the C-A complex by the Health Physics (HP) Office (631) 344-4660.

Sealed Source Users shall keep [Sealed Radiation Source Inventory Form](#) with the source at all times.

Use of Radioactive Sources

Radioactive sources shall be used, handled, or stored within a posted Radioactive Materials Area. Sources shall be kept in assigned lock boxes when not in use.

C-A Health Physics Office shall be informed of any transfer of the source beyond the approved area.

All transfers or removals of sealed sources shall be through the C-A Health Physics Office.

Sealed sources shall be available to the C-A Health Physics Office for leak testing.

Leak Testing shall be performed every six months or when damage is suspected.

Storage containers or devices shall be labeled with the radiation trefoil and labeled "Caution Radioactive Material."

Source Users shall notify C-A Health Physics Office of changes in use, storage, transfer, disposal or loss of a sealed source.